



Wildland Fire Training & Conference Center  
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## WFTC Tips & Procedures for Laptops brought by users for classes, meetings, or conferences

Review this checklist prior to departure from home unit, if attending a class or meeting at WFTC:

1. There is no wireless access in the class/meeting rooms
2. Bring a power and network patch cords – *we are not able to provide loaners*
3. For classes – download software needed, as per instructions in Student Letter
4. For meetings (or classes with no student letter) – if there is a possible need to download software during session: obtain temporary administrative access; failure to complete this prior to departure will result in not having computer connectivity when arriving at WFTC
5. There is no onsite helpdesk – if laptop does not work, employee will have to call/online a ticket with CHD (the CIO employee in the building is responsible for the computer classrooms, not for tickets)